

Class Title: Assistant Superintendent of Waste Management

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Supervises, manages, and empowers employees in administration, operations, maintenance, and other functions. Assists Superintendent in the planning and management of the division. Serves as interdepartmental liaison for the neighborhood and community initiatives.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Supervises and empowers employees by encouraging employee participation and communication, preparing work schedules, training employees on equipment and safety, conducting performance reviews, enforcing city policies and procedures, encouraging personnel to exercise excellent customer service, conducting customer service surveys and community forums to ascertain customer needs and identify areas for improvement, assisting supervisors in preparing documentation, and ensuring building and grounds are safe and well maintained.
2	S	Assists in the planning and management of the division by ensuring that goals and objectives are realistic and are completed in a timely manner, ensuring that operating and revenue budgets and management reports are prepared in accordance with budget guidelines and fiduciary responsibilities, and serving in acting role in absence of the Superintendent.
3	S	Assists in annual operating and revenue budgets, financial reports, and inventory supervision by promoting team preparation, ensuring the integrity and accuracy of information, and adhering to timelines.
4	S	Serves as interdepartmental liaison for the neighborhood and community initiatives and responds to citizen requests by personally speaking to and visiting citizens, collecting data from various departments and the assigned neighborhood to provide monthly status reports and preparing letters to respond to neighborhood civic leagues.
5	L	Maintains building grounds and equipment by ensuring cleanliness, safety, and inspection passage, and following all codes and regulations.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Seven years experience.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read letters memorandums, invoices, city ordinances, grant guidelines, publications, reference books, request for proposals, and various reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, percentages, ratios, averages, average distribution and standard deviation.
Writing	Work requires the ability to write correspondence, research, performance evaluations, and various reports.
Managerial	Managerial responsibilities include continuously striving to be a High Performance Organization (HPO), encouraging employee participation, and forming committees for continuous improvement. <u>Performs assignments of a significant nature according to his or her own judgment and requests supervisory assistance only when necessary. Assignments may be reviewed upon completion with performance being reviewed periodically.</u>
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is of the broadest scope dealing with highly complex concepts and issues of great importance to the City. Highly important policies, procedures or precedents are approved or rejected by individuals in this classification.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives.

Deleted: Five

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Instruction and supervision of staff, ladder
Sitting	F	Computer, desk work, driving, meetings, classes
Walking	F	Building inspections, inter-office
Lifting	F	Supplies, debris in street
Carrying	F	Supplies, debris in street, boxes
Pushing/Pulling	O	Change rear boom
Reaching	O	Supplies
Handling	F	Equipment, tools, debris collection
Fine Dexterity	F	Computer keyboard, calculator, typewriter, working with mechanics/bolt tightening
Kneeling	F	Working on equipment
Crouching	F	Working on equipment
Crawling	N	
Bending	F	Working on equipment, debris pick up, assist operators
Twisting	F	Loading and unloading supplies, assist operators
Climbing	O	Working on equipment, in/out of equipment
Balancing	R	Working on equipment
Vision	C	Computer, desk work, inspection of equipment, driving
Hearing	C	Telephone, radio, co-workers, staff, meetings, classes
Talking	C	Telephone, radio, co-workers, staff, meetings, classes
Foot Controls	R	Driving, equipment inspection
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, printer, copy machine, fax machine, telephone, radio, camera, scanner, hand tools for repair of equipment, Tandem 3-wheel sweeper, vacuum sweeper, Bobcat, pay loader, bulldozer, backhoe, Standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	D
Electrical Hazards	W	Noise and Vibration	D
Fire Hazards	W	Fumes and Odors	D
Explosives	N	Wetness/Humidity	D
Communicable Diseases	D	Darkness or Poor Lighting	D
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	X
Vehicle	X
Outdoors	X
Other (see 2 below)	X

(1)

(2) City streets, alleyways and water fronts

PROTECTIVE EQUIPMENT REQUIRED:

Safety vest, steel toe boots, gloves, eye protection, ear protection

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)